

ARLINGTON PUBLIC SCHOOLS

In accordance with the provisions of the Massachusetts General laws, Chapter 30A, Section 20, notice is hereby given for the following meeting of the:

***Arlington School Committee
Standing Subcommittee: Policies and Procedures
Wednesday, November 9, 2016
5:30 PM***

*Arlington High School
School Committee Room
869 Mass Avenue, 6th Floor
Arlington, MA 02476*

Open Meeting

Public Participation

Approve minutes October 20, 2016

Discussion of MASC reviewing and updating the entire Policy Book

Develop questions to be answered from MASC

Determine time and date of next meeting

Adjournment

The listings of matters are those reasonably anticipated by the Chair; which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

Stated times and time amounts, listed in parenthesis, are the estimated amount of time for that particular agenda item. Actual times may be shorter or longer depending on the time needed to fully explore the topic.

Submitted by Bill Hayner, Chair



Town of Arlington, Massachusetts

Approve minutes October 20, 2016

MASC Contract Policy Service

MASC offers a comprehensive Contract Policy Service that is designed to provide your School District with an up to date manual of School Committee policies.

Contract Policy Service

MASC will collect copies of all of your current district policies, handbooks, and contracts. We will then compare those policies with MASC's comprehensive Policy Reference Manual looking to fill in holes in your district policies and provide the School Committee with policy options that are in line with law, regulation, and practice. All policies will be coded in the [National Education Policy Network's](#) codification system.

An MASC Field Director will meet with a School Committee subcommittee and administration to review each policy. Your Field Director will assist you in ensuring that each policy aligns with current federal and state laws and regulations as well as looking at current local practices to assist the subcommittee in making appropriate policy decisions. While your MASC Field Director will advise the subcommittee, all decisions are made by the School Committee, first thru the subcommittee and then by final adoption of the full policy manual by vote of the full School Committee.

This process is time consuming. There are 12 alpha coded (A-L) sections containing approximately 400 policies in an average policy manual.

Subcommittee meetings occur, depending upon the schedules of both the district and the MASC staff, about every 6 weeks to review one or two sections of the manual at each meeting.

Following review of each section of the manual, MASC staff will perform the edits necessary to prepare the sections for inclusion in the final manual.

When all sections have been reviewed and edited MASC will deliver a paper copy of the School Committee's new manual and an electronic copy in Microsoft Word format for the district to continue to maintain its own manual.

For more information and pricing of the MASC Contract Policy Service please contact your MASC Field Director.